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TYPE OF CHANGE:   Establish organizational components   Functional statements are attached. For each new or ganization, indicate whether it is "control" or "non-control." See explanation on last page.   Abolish organizational components   Retite organizational statements (attached)   Revise functional statements (	NOTIFICATION OF ORGANIZATION CHANGE			
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## **Control versus Non-Control**

**For each** *new* **organizational component:** Indicate (in each *new* functional statement you attach to this form) whether the organizational component is "control" or "non-control." An organization staffed with over 50% of the employees described below is classified as a "control" organization; all others are "non-control." For "control" organizations, also include the specific Control Function from the list below (e.g., "Control/Personnel" or "Control/Budget"). If more than one Control Function applies, select *only* the predominant one. Provide this information at the *beginning* of each new functional statement.

Control Function	Definition <sup>1</sup>	Occupational Series Coverage
Personnel	Employees who perform personnel functions, such as staffing, classification, position management, or labor relations	200 Entire personnel and EEO occupational family except the 204 and 205 military personnel series
Budget	Employees who perform budget functions, such as program or budget development, review or analysis.	<ul><li>560 Budget Analysis</li><li>561 Budget Clerical</li></ul>
Accounting/ Auditing	Employees who perform accounting and auditing functions, including financial and management audits.	500 Entire accounting and budget occupational family except the 560 and 561 budget series, and several series not used at NIH
Acquisition	Employees in acquisition and procurement functions.	1101 General Business and Industry (grants management) 1102 Contracting 1103 Industrial Property Management 1105 Purchasing 1106 Procurement Clerical 1150 Industrial Specialist 1910 Quality Assurance
Legislative and Public Affairs <sup>2</sup>	Employees who perform legislative or public affairs functions	1035 Public Affairs xxxx Employees performing legislative functions under various series designations

<sup>&</sup>lt;sup>1</sup>OMB definitions last updated on August 19, 1994.

## For OD/NIH Only— Headquarters versus Operations

**For each** *new* **organizational component:** Indicate (in each *new* functional statement you attach to this form) whether each organization is "headquarters" or "operations." State this at the beginning of each functional statement. Definitions of headquarters staff are provided below; all other staff is considered to be operations.

## **Definitions of Headquarters Staff:**

Headquarters staff are all OD positions that are involved in oversight, direction, or control through:

- the development or issuance of policy guidance,
- the review or evaluation of program performance,
- the allocation or distribution of resources, or
- the conduct of planning or programming.

Headquarters positions exclude those involved in the provision of a specific product or service for the agency, for example, payroll or accounting services or building maintenance, fire protection, or mail delivery.

<sup>&</sup>lt;sup>2</sup>Added to original list of control functions by Secretary, HHS.